

EWHS STUDENT HANDBOOK 2016-2017

*"The Way of a Warrior is based on bravery, humanity, and wisdom.
The qualities of a Warrior are motivation, strength, courage and fortitude.
To be a true Warrior is not a simple matter of wishing to be one.
It is, rather, a lifelong struggle to become one."*

Edmonds-Woodway High School Vision

The Edmonds-Woodway High School community empowers students to achieve educational excellence while demonstrating integrity and compassion through responsible citizenship.

EWHS Slogan:

Building Better Warriors one Student at a time

Key Contacts

District Voicemail System:	425-431-7310
MAIN OFFICE:	425-431-7900
ATTENDANCE OFFICE:	425-431-7919 (to report absences, tardies or early dismissals)
Dr. Terrance Mims, Principal	425-431-7906
Geoff Bennett, Assistant Principal	425-431-7902
Allison Larsen, Assistant Principal	425-431-7908
Joelle Ediger, Dean of Students	425-431-6173

Counseling Office

COUNSELING OFFICE:	425-431-7915
Rebecca Brennan, Last Names A-Con	425-431-6017
Angelia Nivens, Last Names Co-Hi	425-431-6018
Molly Challman, Last Names Ho-Mc	425-431-6016
Evan Hatch, Last Names Me-Ru	425-431-6020
Tania Maxfield, Last Names S-Z	425-431-6019
Jennifer Luce, DHH Counselor	LuceJ@edmonds.wednet.edu
Corey Clark, DHH Psychologist	ClarkC@edmonds.wednet.edu
Cheryl Menteer, Counseling Secretary	425-431-6007
Janna Kinnear, Registrar	425-431-6012

Other Contacts

Administrative Assistant, Nancy Ray	425-431-6001
Main Office Secretary, Cindy Scott	425-431-6002
Attendance Secretary, Brenda McElroy	425-431-6175
Athletics Secretary, Denise Lewis	425-431-6177
Career Center Specialist, Shana Lipscomb	425-431-6122
Behavior Specialist, Luke McQuade	425-431-1057
Intervention Specialist, Teresa Polendo	425-431-6129
On-time Graduation Coordinator, TBD	425-431-6008
Chromebook Student Tech Support, Chris Comstock	

Activities / ASB Office

ASB Office Secretary, Pam Daines	425-431-6179
ASB Activities Coordinator, Bruce Mindt	425-431-6056

Student Government

Edmonds-Woodway has a very active and strong student government. Each year students elect four ASB Officers. These are President, Vice-President, Secretary, and Treasurer; there are also 4 appointed ASB positions, which include Historian, Clubs Officer, Publicity Officer, and Technology Officer. In addition, each class elects four officers, and each advisory class elects a representative to the ASB Senate. Additionally, seven students are selected each year to represent EWHS at the Edmonds and WESCO Interhigh meetings which are held on a monthly basis. Even if you are not an elected officer, there are many ways to get involved. Talk to one of the ASB or Class Officers, or just stop by the ASB Activities Office across from the cafeteria or go to one of your class officer meetings. Get involved!

Emergency Information

In the event of the need for emergency start times, notification will be made over one of the following mediums:

Radio: AM: KIRO (710), KING (1090), KOMO (1000)

FM: KLSY (92.5), KMPS (94.1), KPLZ (101.5), KUBE (93.3)

Local TV: KIRO, KOMO, KING, FOX

School Report www.schoolreport.org (Public Schools Emergency Communications System - This site provides a report of school schedule changes due to adverse weather conditions and other emergency situations.)

District Website: www.edmonds.wednet.edu

**** Please note ****

All announcements are made for one day only. Assume school is on regular schedule if you hear no announcement to the contrary. Please do not call the school office for start times.

Terms Used on Emergency Broadcasts

Limited Bus Transportation: Students will be picked up and returned to the stops designated by district as emergency routes.

Schools Closed: All schools are closed for the day. All before and after school activities are cancelled except athletics. Athletes need to contact their coaches or the school office.

ACADEMIC INFORMATION

Academic Honesty

Students are expected to do their own work. The EWHS definition of cheating includes, but is not limited to, copying or lending assignments; communicating, in any way, during a test; using notes in a situation where notes are not acceptable; plagiarism (the intentional or unintentional failure to give clear credit to the author of any word/ideas not your own) in any form (individual/group work).

A first offense for an assignment (defined here by the classroom teacher) will result in a referral to the Dean of Students, and a parent contact by the teacher who determines plagiarism has taken place. The classroom teacher will have the option of determining if the student may, or may not, redo the assignment—with, or without credit.

A first offense for an assessment, test, or major project will result in a referral to the Dean of Students, where the student and the parent/guardian will meet and review the policy. The student may lose credit for the assessment or major project without the possibility to redo the assignment.

If a student has two offenses in the same class, the student may lose credit for the class. If a student has cheated in multiple classes, he/she may lose credit for the class where the third offense has occurred. Violations of the Academic Honesty policy are cumulative for all the years that a student is enrolled at Edmonds- Woodway High School. The parent/guardian will be notified and documentation of the incident will be placed in the student's file. Students who turn in undocumented work products, in any form, will be charged with plagiarism. Remember: NOTHING matters more than your honor!

Please click on the following to review the IB Honor Code: [Full IB Student](#) [Partial IB/IB Classes](#)

Assignments		
1st Offense	2nd Offense (in same class)	3rd Offense (multiple offences)
<ul style="list-style-type: none"> • Teacher Contacts Parents • Loss of Credit for the Assignment • Referral to Dean with documentation to the student's record. • Meeting with Student, Guardian, and Administrator or Dean of Students of Students. • Student may make-up assignment 	<ul style="list-style-type: none"> • Teacher Contacts Parents • Loss of Credit for that class in which the second offence takes place • Referral to Dean with documentation to the student's record. 	<ul style="list-style-type: none"> • Teacher Contacts Parents • Loss of Credit for the class they are in regardless of previous offence in that class. • Referral to Dean with documentation to the student's record.
Tests, Assessments, and Major Projects		
1st Offense	2nd Offense	3rd Offense
<ul style="list-style-type: none"> • Teacher Contacts Parents • Loss of Credit for the Project or Assessment • Referral to Dean with documentation to the student's record. • Meeting with Student, Guardian, and Administrator or Dean of Students. • Student may NOT make-up Project or Assessment 	<ul style="list-style-type: none"> • Teacher Contacts Parents • Loss of Credit for that class in which the second offence takes place • Referral to Dean with documentation to the student's record. 	<ul style="list-style-type: none"> • Teacher Contacts Parents • Loss of Credit for the class they are in regardless of previous offence in that class. • Referral to Dean with documentation to the student's record.

Advisory

Monday - Thursday students will meet for 30 minutes with their advisors. Students may travel to other teachers for academic help with prior arrangement and by using an Advisory Pass. Students could also travel to scheduled meetings or study sessions.. Occasionally there will be "no travel" days due to school-wide lessons, activities or assemblies.

Grades

Courses at EWHS are graded A, B, C, D, F, I or NC. An "I" grade is used only for illness during test week at the end of the semester. Student may also be granted an "S" grade by approval of administrator. An "NC" grade indicates that the student will not receive credit. Students may also be granted

a "P" for Passing, though typically this grade is reserved for student teaching assistants. **An "NC" is treated as an "F" grade for activities and athletic eligibility.**

Pass/No Credit Option

Seniors may elect to take any two classes not required for graduation (total of 1.0 credit) per semester on a Pass/No Credit (P/NC) basis. This policy is intended to encourage seniors to take more challenging courses without jeopardizing grade point average. The Pass/No Credit option will be offered up to the end of the first six weeks of each semester. Pass/No Credit grades are not included in honor roll or GPA.

Transcripts

Transcripts must be requested on the "EWHS Transcript Request" form. Official Transcripts will not be released if fines or fees are owed. Please submit your form to the Counseling Center.

The limit for courtesy transcripts is five (5) free official transcripts. There will be a \$2.00 charge for each additional official transcript. (Unofficial transcripts are complimentary.) Transcripts are to be picked up in person unless an addressed, stamped envelope is included.

Please pay for transcripts in the Main Office and submit your "Paid" receipt along with your "EWHS Transcript Request" form to the Counseling Center.

*Please note: EWHS will send one final official transcript to your chosen college after graduation free of charge.

Schedule Changes

A computer-generated schedule is created for each student based on the pre-registration choices made the previous spring. Every attempt is made to insure that schedules are complete and accurate, and reflect the pre-registration requests. The schedule a student receives in August is final unless alterations are required due to failed courses or summer school. Schedule changes will be made only under the following conditions and priorities:

Priorities:

- Graduation requirement needed - must repeat a requirement.
- Incomplete schedule – class (es) missing
- Duplicate classes scheduled for same period
- Misplacement / lacking necessary prerequisite
- Data entry error

Course Add/Drop Policy

Students may add a class within the first 5 (five) days of the semester. Students may drop a class within the first ten (10) days of the semester without penalty. If a student drops a class after ten school days into the semester, the transcript will show the dropped class with an "F" grade.

Graduation Requirements

Seniors must have fulfilled all graduation requirements, including 22 full credits, in order to participate in Commencement Ceremonies.

Public school students in Washington State must fulfill all [graduation requirements](#) to earn a certificate of academic achievement (CAA)/high school diploma.

One of those requirements is to pass exit exams, or [state-approved alternatives](#). For specific information please visit the OSPI website: <http://www.k12.wa.us/assessment/StateTesting/default.aspx>

EXTRA-CURRICULAR

Athletics

Edmonds-Woodway High School is a member of WESCO Conference, Northwest District, and the Washington Interscholastic Activities Association. Our teams compete with other teams throughout the conference and state for league, district and state honors.

Sports Eligibility and Requirements

Before the first practice, athletes must have completed:

1. Single Sports Clearance Form (AD1-HS).
2. Parent Permission Form (AD 2).
3. Have a current medical/physical examination (valid for 2 years).
4. Have current medical insurance ~ school insurance is available.
5. All fines must be paid. Payment can be made in the main office during normal office hours.

All forms are available in the EWHS Attendance Office. The forms are also available to download on the district website. Go to: [Athletic Forms](#)

Before the athlete competes in a game or contest, he or she must:

1. Complete previous requirements as listed above.
2. Purchase a \$50.00 ASB card.
3. Be academically eligible by taking five full credit classes and failing no more than one class, every semester, not just the semester they are participating. Must have completed the previous semester with 5 classes.
4. Pay a \$100.00 sport participation fee (or qualify for a waiver ~ see waiver form in the AD1-HS packet). Some scholarships are available, please ask.

All forms must be turned in and stamped approved by Denise Lewis, Athletic Secretary, in the ASB Office, at least 24 hours prior to the first turnout.

Angie McGuire – Athletic Director – m McGuire@edmonds.wednet.edu – 425-431-6167

EWHS BELL SCHEDULES

Monday/Wednesday = Odd Periods (1, 3, 5)

Tuesday/Thursday = Even Periods (2, 4, 6)

Friday = All Periods (1 – 6)

A LUNCH: English, Life Skills, Math, Social Studies, Technology, World Language

B LUNCH: Art, Explore, FaCS, Learning Support, Music, P.E., Science, ELL, DHH

REGULAR SCHEDULE	
MONDAY – THURSDAY	
1 st /2 nd (announcements)	7:20 – 9:04
Advisory	9:11 – 9:41
3 rd /4 th	9:48 – 10:38
A Lunch	10:38 – 11:08
3 rd /4 th (continued)	11:13 – 12:02
3 rd /4 th	9:48 – 11:32
B Lunch	11:32 – 12:02
5 th /6 th	12:09 – 1:50

REGULAR SCHEDULE	
FRIDAY	
1 st (announcements)	7:20 – 8:18
2 nd	8:27 – 9:19
3 rd	9:28 – 10:20
A Lunch	10:20 – 10:50
4 th	10:55 – 11:47
4 th	10:29 – 11:21
B Lunch	11:21 – 11:51
5 th	11:56 – 12:48
6 th	12:57 – 1:50

TWO-HOUR LATE START	
MONDAY – THURSDAY	
1 st /2 nd (announcements)	9:20 – 10:40
A Lunch	10:40 – 11:10
3 rd /4 th	11:15 – 12:30
3 rd /4 th	10:45 – 12:00
B Lunch	12:00 – 12:30
5 th /6 th	12:35 – 1:50

TWO-HOUR LATE START	
FRIDAY	
1 st (announcements)	9:20 – 10:00
2 nd	10:05 – 10:40
A Lunch	10:40 – 11:10
3 rd	11:15 – 11:50
3 rd	10:45 – 11:20
B Lunch	11:20 – 11:50
4 th	11:55 – 12:30
5 th	12:35 – 1:10
6 th	1:15 – 1:50

50-MINUTE ASSEMBLY	
MONDAY – THURSDAY	
1 st /2 nd (announcements)	7:20 – 9:00
Assembly	9:10 – 10:00
3 rd /4 th	10:10 – 10:55
A Lunch	10:55 – 11:25
3 rd /4 th (continued)	11:30 – 12:10
3 rd /4 th	10:10 – 11:40
B Lunch	11:40 – 12:10
5 th /6 th	12:15 – 1:50

EARLY RELEASE	
FRIDAY – NO LUNCH	
1 st (announcements)	7:20 – 7:50
2 nd	7:55 – 8:22
3 rd	8:27 – 8:54
4 th	8:59 – 9:26
5 th	9:31 – 9:58
6 th	10:03 – 10:30

ATTENDANCE INFORMATION

Philosophy

Students, in cooperation with their parents, have the responsibility for establishing and maintaining prompt and regular attendance as prescribed in the Compulsory Attendance Law of the State of Washington (28A-225-010). Students are expected to be in school and in class daily. Punctual attendance is the first requirement for success both here and upon graduation. A large part of learning takes place during class discussions and participation. Many

instructional methods are used that require student participation and if students are absent, they will miss out on learning and experiences that enhance their intellectual growth.

Guidelines

- A student is considered absent if they arrive 10 minutes past the start of class.
- Students with unexcused absences may not be given opportunities to make up work, nor extensions on assignment due dates. Therefore, consequences will be directly reflected in the assessment/grades on missed or late assignments. Teachers may make accommodations, as they believe best for a student in a particular case, based on the learning goals for that course and student.
- Teachers will offer a student with excused absences additional time (one day for each day excused) to complete the work and/or alternative work to meet the learning goals. An absence does not excuse students from completing their work. Ultimately, it is the student's responsibility to follow up with the teacher after an excused absence. (RCW 28A.600.030)
- Students (not school personnel) are responsible for providing timely information in regards to absences for which an excused status is requested.
- The school has the right to deny excuses for patterns of absences (even with parent notes) perceived as excessive and inhibiting a student's access to their academics. At such times, the school may request that a written doctor's note/statement be submitted to the school explaining the condition/diagnosis preventing the student from attending school and the anticipated date of return to school before excusing further absences.
- Excessive unexcused absences will trigger the BECCA process.
- **In order to receive "excused" status for an absence, a written note or telephone notification from the student's parent/guardian must be filed with school personnel within two (2) school days following the student's return to school (NOTE – Individuals listed as emergency contacts are not allowed to excuse a student).** Notes must be turned into the Attendance Office and will be kept in the student's file.
 - The Attendance Office phone number is (425) 431-7919

Acceptable Excuses

Absences/tardies may be excused for the following reasons: (school-sponsored activities are not considered absences):

- Personal illness or injury: In cases of extended illness or injury, a doctor's confirmation may be required.
- Medical/dental appointments. (Families should make every effort to schedule appointments outside of school hours.)
- Absence resulting from participation in activities related to recognized religious holidays.
- Other absences or tardies for reasons deemed appropriate by the principal or designee.

Prearranged Absences

Absences should be pre-arranged by written request when parents have advance knowledge of impending absences.

- The necessary form for a prearranged absence can be obtained from the Attendance Office.
- The criteria listed above will determine whether the absence/tardy will be excused.

Procedure for Homework Requests

When absent due to illness, our main concern is that our students regain their health. Students are encouraged to check Skyward, teacher webpages and/or email individual teachers directly for homework assignments. For extended absences beyond three days, a request for homework can also be made by contacting the attendance office. Upon returning to school, students are responsible for checking in with teachers in order to make up outstanding assignments.

Extenuating Circumstances

On occasion, extenuating circumstances beyond a student's control may cause him/her to be absent from school for an extended period of time. At these times it is important for the student and parents to work closely with administrators and/or counselors. Each situation will be handled on an individual basis.

Tardiness

Students are expected to be in their classroom seat and prepared to begin working when the bell rings at the beginning of each class period. *Tardies interfere with the teaching and learning of all students by disrupting the classroom environment.* Teachers will maintain records of student tardiness in Skyward. After 5 unexcused tardies in a semester, the ISS Supervisor may assign detention. Subsequent tardies in any class may result in additional detentions. Failure to complete the detention may result in additional consequences. Progressive discipline will be implemented by the ISS Supervisor, Dean of Students, and/or an Administrator for habitual tardiness.

Truancy

Truancy, or any instance in which a student is absent from any class without either parent, teacher, or administrative permission, will be handled as a disciplinary matter.

"BECCA Law"

Consistent with RCW 28A.225.030, all students will attend and be punctual at regularly scheduled classes unless officially excused. The "BECCA Law" also requires the District to:

1. Schedule a conference with parents after the second unexcused absence/truancy in one month.
2. After the 5th unexcused absence/truancy in a month, enter into an agreement with a student and parent that establishes school attendance requirements. The School District shall file a petition after the 7th absence/truancy in a month or the 10th unexcused absence/truancy in a year).
3. Report to the court additional absences that occur after an order to abate truancy has been entered by the courts.

Family Trips

We ask that any trips be planned outside of school time. If a family trip must occur during school time, the following should be closely adhered to:

1. A student must bring a written request to the Attendance Office at least three (3) or more days prior to the absence.
2. At least one day prior to the absence, the student must return the prearranged absence form signed by all his/her teachers to the Attendance Office.

GENERAL STUDENT INFORMATION

Student Rights and Responsibilities

We, the community of Edmonds-Woodway High School, are concerned for the welfare of each member of this community. Our behavior is an indication of our concern that all who attend or work at EWHS be treated with respect in an atmosphere where growth is a continuous process, and each of us has the opportunity to reach his/her potential.

Student Identification - ASB Card

All students must have a student picture I.D. card to attend any school function and to use the library. Most student activities such as athletics, the newspaper, dances and assemblies, etc., are financed by student funds. The greatest source of revenue comes from ASB card sales. The ASB card is a real bargain. It provides free admission to all regular season home football, basketball, volleyball, wrestling, and soccer contests and reduced admission to away games. It permits the owner to purchase WESCO tickets away from school at a reduced price and to have reduced admission to EWHS school dances. The card may be purchased before/after school or at lunch any time during the school year from the ASB office. The active student who attends many games and dances could save more than \$150 by purchasing an ASB card. **All students participating in an activity funded by the ASB (such as drama, music, sports, etc.) must purchase an ASB card to be eligible to participate in those activities. STUDENTS ARE REQUIRED TO CARRY THEIR ASB/ID CARDS AT ALL TIMES WHILE ON THE EWHS CAMPUS.**

Career Center

You will find information on career planning, part time employment, college planning and college entrance testing in our Career Center. Special services available in the Career Center include: career interest evaluation, computerized college search software, resume assistance, college catalogs, internship placement, volunteer service placement, Job-Mart employment services and extensive information on careers.

Chromebooks - Check out and Care

The Edmonds School District will issue a Chromebook to every student enrolled at Edmonds-Woodway High School. Upon receipt of the Chromebook, parents/guardians must complete the Chromebook Loan Agreement and Chromebook Damage/Loss Application forms in Skyward Family Access prior to receiving the device. At the end of the school year, students will turn in their Chromebooks. If a student transfers out of or withdraws from school, he/she must turn in their Chromebook in good working condition to the Para Tech on their last day of attendance. Failure to turn in your assigned Chromebook in good working condition may result in the student being charged the full \$305.00 replacement cost.

Students are responsible for the general care of the Chromebook they have been issued by the Edmonds School District. Students should never leave their Chromebooks unattended except locked in their hallway locker or PE locker.

Chromebook student tech support is located in the school library every day, 7:00 - 2:00. Students may drop in before school and during lunch. During classes, students may request a pass from their teacher to the tech support.

General Precautions

- No food or drink should be next to Chromebooks.
- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks must remain free of any writing, drawing, stickers and labels.
- Heavy objects should never be placed on top of Chromebooks.
- Chromebooks should not be used or stored near pets.

Carrying Chromebooks

- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.

Screen Care

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screen is particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (e.g. papers, pens, pencils)
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth (like for a cell phone).

Asset Tag / Label

- All Chromebooks will be labeled with a District asset tag/label.
- Asset tags are not to be modified or tampered with in any way.

- Students may be charged up to the full replacement cost of a Chromebook for tampering with a District asset tag/label or turning in a Chromebook without a District asset tag/label.

Chromebook Use Policy

Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebook to all classes unless specifically advised not to do so by their teacher.

If a student does not bring his/her Chromebook to school, a loaner will not be issued and the student might not be able to participate in or complete their classrooms assignments.

A) Charging Chromebooks

- Students must charge their Chromebook at home every evening. They must be brought to school each day with a full charge.
- There will be a limited number of charging stations available to students in the school.

B) Backgrounds and Themes

- Students may alter the desktop background of their Chromebook with school-appropriate media.
- The school may override student desktop backgrounds as necessary. Any guidelines or information that is posted to Chromebook desktop backgrounds must be read by students as soon as possible.

C) Sound

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teacher.
- Students should have their own personal set of headphones for sanitary reasons.

D) Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Students will be able to print to selected school printers.

E) Logging into a Chromebook

- Students will log into their Chromebooks using their school issued Google Apps for Education account.
- Students should never share their account passwords with others, except for their parents/guardians.

F) Managing and Saving Your Digital Work With a Chromebook

- The majority of student work will be stored in Internet/cloud based applications (Google Drive, Google Classroom, Canvas, etc.) and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Some files may be stored on the Chromebook's hard drive.
- The school district will not be responsible for the loss of any student work.

Using Your Chromebook Outside of School

Students are encouraged to use their Chromebooks at home and other locations outside of school. A Wi-Fi Internet connection will be required for the majority of Chromebook use; however, some applications can be used while not connected to the Internet. Students are bound by the Edmonds School District Administrative Procedure 7396 R-1 Electronic Information Systems (Network) Acceptable Use Procedures and Guidelines, and all other guidelines in this document wherever they use their school-issued Chromebooks.

For information on where free Wi-Fi internet connections are available in our community, please check with the Foundation for Edmonds School District.

Operating System and Security

Students may not use or install any operating system on their Chromebook other than the current version of Chrome OS that is supported and managed by the school district.

Content Filter

The school district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in or out of school) will have all Internet activity protected and monitored by the school district. If a website is blocked in school, then it will be blocked out of school. If an educationally valuable site is blocked, student needs to contact their teachers to request the site be unblocked. From time to time there may be errors in the filtering system where appropriate sites get blocked or inappropriate sites don't.

- Students may not use any method to bypass the filtering system.
- Parental supervision is strongly recommended
- If an inappropriate site is encountered, it should be reported to the school Para Tech.

Software

A) Google Apps for Education

- Chromebooks integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, Forms and Email.
- All work is stored in the cloud.
- This version of Google Apps is different from what is available to the general public. There are no advertisements. Google does not scan the contents for marketing purposes. Students have unlimited file storage.
- Students will be able to send and receive email messages from anyone. Teachers will have access to read all email messages that students send and receive.

B) If parents want to monitor the contents of their students email and files, they should direct their student to provide them with student's username and password.

C) Chrome Web Apps and Extensions

- Students are allowed to install Chrome web apps from the Chrome Web Store that have been approved by the school district.
- Some web apps will be available to use when the Chromebook is not connected to the Internet. (e.g. graphing calculator)
- If an educationally valuable app is blocked, student needs to contact their teachers to request the app be unblocked.

No Expectation of Privacy

- A) Students should have no expectation of confidentiality or privacy with respect to any usage of a District Chromebook or District Google Apps for Education account, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The school district may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason. By using a District Chromebook, students agree to such access, monitoring, and recording of their use.
- B) Monitoring Software
- Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student-issued Chromebooks while on school property. Chromebook cameras will not be remotely viewed by district staff except when reported as missing, stolen, etc.

Appropriate use of Chromebook and All Electronic Devices

As a reminder, as stated in School Board Policy 7396 Electronic Information Systems (Network), District Chromebooks and other computers should be used for educational purposes. Unacceptable Chromebook, computer and network use includes but is not limited to:

- Using District resources for personal gain, commercial solicitation and compensation of any kind;
- Downloading unlicensed or illegally obtained software applications or files;
- Malicious use including but not limited to hacking, cracking, vandalizing, the introduction of viruses, worms, Trojan horses, time bombs and changes to hardware, software, and monitoring tools;
- Attempting to gain unauthorized access to other computers, networks and information systems;
- Contributing to cyberbullying, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks;
- Posting, sending, or storing information online that could endanger others (e.g., bomb construction, drug manufacture);
- Accessing, uploading, downloading, storage and distribution of obscene, pornographic or sexually explicit material; and
- Making use of the electronic resources in a manner that serves to disrupt the operation of the system by others, including modifying, abusing or destroying system hardware, software or other components;

Directory Information

The Edmonds School District is allowed, and in some circumstances required by law, to release directory information unless parents/guardians or secondary students instruct the district not to release this information. Directory information can include: student's name, photograph, address, telephone number, date and place of birth, dates of attendance, participation in officially-recognized activities and sports, weight/height of members of athletic teams, grade in school, diplomas and awards received, and the most recent previous school attended by the student. THIS INFORMATION IS NOT RELEASED FOR COMMERCIAL PURPOSES. It can be released to provide educational, scholarship, vocational/occupational and/or military recruitment information, or to the news media or law enforcement.

If you do not want student directory information released, please complete the "Do Not Release" form that is posted on the district website and available by hard copy in the Main Office. The form must be returned to the Main Office or ESC by the first week of October. If a family has previously filled out and filed the form, the request remains in effect until the student graduates or until the family requests a change.

Dress Code

Students are required to wear clothing which is appropriate for a school environment. Some clothing is considered inappropriate, and the school reserves the right to request a change of apparel. Clothing that is excessively tight or overly revealing is unacceptable. Tank tops or dresses must be of modest cut. Clothing may not reveal undergarments or reveal a bare midriff. Shorts and skirts must be finger-tip length. Shirts must be long enough to reach the top of the beltline or waist. Halter tops may not be worn. Shoes must be worn at all times. Alcohol, weapons, tobacco or drug-related clothing is forbidden. Students may not wear clothing signifying membership in an unauthorized group. Chains are not permitted, and may be considered a dangerous weapon. Sunglasses are not allowed to be worn in the building. No hats or items obstructing a student's face or visibility will be allowed except those worn for cultural or religiously documented reasons.

Financial Aid / Free and Reduced Lunch

Financial aid for school-related costs is available to any student in need. Free and reduced breakfasts and lunches are available. Ask your counselor for details. Free and reduced lunch applications are available in the Attendance Office and the Main Office. Income guidelines are established by the federal government and are on the application.

Lost and Found

Items that are lost or found are turned in to the Attendance Office.

Messages / Deliveries

Messages from parents / guardians OF AN EMERGENCY NATURE will be accepted and delivered to students. Flowers, balloons and gifts will not be accepted for delivery. No latex balloons are allowed on campus. Messages from friends, employers and other students will not be accepted. This is to keep interruptions during instructional time to a minimum.

Medication

Students may self-carry and self-administer one daily dose of over-the-counter medication such as aspirin without written authorization. Students may self-carry prescribed oral medication upon written authority and instructions from a parent and with a signed and dated verification and written directions from a licensed physician or dentist. All self-carried medications must be carried in the original container. Designated school personnel in the Main Office may administer prescribed oral medication and over-the-counter medications such as aspirin on a scheduled basis upon written authority and instructions from a parent and with a signed and dated verification and written directions from a licensed physician or dentist. The prescribed medication must be properly labeled and be in the original prescription container. Information and forms can be found on the Edmonds School District website at www.edmonds.wednet.edu/page/515.

Non-Discrimination

The Edmonds School District complies with all federal and state rules and regulations and does not discriminate on the basis of race, creed, religion, color, national origin, age, sex, sexual orientation, marital status, disability, or physical, sensory or mental handicaps (see Board Policy 6005). This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. Inquiries regarding compliance and/or grievance procedures may be directed to the District's Title IX/RCW 28A.640 Compliance Officer, Debby Carter (425-431-7012); Section 504 Coordinator, Jean Mirabel (425-431-7186); or ADA Coordinator, Debby Carter (425-431-7012). Visit or mail: 20420 68th Ave. W, Lynnwood, WA 98036.

Nurse's Office

If you become ill during the day, you should notify your teacher and report to the health center in the main office. Students may stay 20 minutes before we will request that a parent or emergency contact person pick up the student. If a student is too ill to attend class, parents or emergency contact people will be notified to take the student home. EWHS currently has a nurse in our building just two days per week. We are not qualified to medically treat students.

STUDENT BEHAVIOR EXPECTATIONS

Guidelines for Student Behavior

Students are expected to respect the rights and property of others, and to be courteous and cooperative with staff and other students. Students are expected to follow reasonable requests by a staff member. Students who violate the code of conduct described herein shall be subject to appropriate disciplinary action. Students and parents should be aware that this section only describes the most common and most serious problem areas (also see Student Management Policy). At any time students may be counseled by a staff member regarding a special inappropriate behavior. When asked to leave class for inappropriate behavior, students are to report immediately to the Attendance Office.

School Board Policy 8220-R1, Section IV states in part, "3. Any pupil who willfully performs or fails to perform any act which materially interferes with or is detrimental to the orderly operation of a school, a school-sponsored activity, or any other aspect of the educational process of the school district shall be subject to discipline, suspension, or expulsion by authorized school district authorities. The following acts or omissions by a pupil on school premises or in reasonable proximity there to, on school provided transportation, or off school premises at any school-sponsored activity shall constitute sufficient cause for discipline, suspension, or expulsion:..."

We urge you to carefully read the information provided so you have a good understanding of appropriate student behavior at EWHS. This basic code of conduct is intended to support all students. We sincerely hope it will provide an atmosphere conducive to learning in a school our students are proud to attend.

STUDENT ALCOHOL AND DRUG USE POLICY

Alcohol, Drugs, Illegal Substances

The Edmonds School District recognizes that the use/abuse and possession of alcohol, controlled, illegal, addictive, or harmful substance(s), including anabolic steroids, is a societal problem and may represent an impairment to the normal development, well-being, and academic performance of students. To ensure the safety, health, and well-being of all students, the district has developed programs which emphasize prevention, intervention, aftercare support, and necessary corrective actions.

The district also recognizes the effects to the school, home, and community resulting from drug and alcohol use/abuse. While the primary obligation to seek assistance rests with the student and his/her parent(s)/guardian(s), school staff shall work with the home and community to develop and implement a comprehensive prevention and intervention program.

Part of the responsibility of the school and school District is to inform students and parents each year of the District's policy on drugs/alcohol. This policy is as follows:

It is unlawful for a student to sell, possess, use, transmit, be under the influence of or show evidence of being under the influence of alcohol or other illegal drugs or substances capable of or intended, purported, or presumed to be capable of altering a student's mood, perception, behavior or judgment, other than properly used, over-the-counter pain relievers and medications prescribed by a physician for an individual student and used at school in accordance with District Policy. This applies to all students while on school district property or at any school-sponsored event. Law enforcement shall be notified when this policy is violated.

Any student who possesses, uses, or shows evidence of being under the influence of alcohol or other illegal drugs while on school district property or at a school-sponsored events, shall be suspended for the remainder of the semester or 30 days, whichever is longer.

For a first offense, the suspension can be reduced to 5 days with the remainder held in abeyance if the student agrees to undergo drug and alcohol counseling and treatment. The parent(s)/guardian(s) and student will be asked to sign a Release Form allowing a professional treatment center to confer with the school regarding the findings, recommendations, and follow-up program. In order to continue in school, the student and parent(s)/guardian(s) must agree to participate in any follow-up treatment recommended by the treatment center. Subsequent offenses will result in a long term suspension up to expulsion as well as referrals to law enforcement.

Students who sell drugs or alcohol on school property face immediate long-term suspension or possibly expulsion with no abeyance option. Students selling drugs/alcohol at school or school related activities also face criminal charges. All vehicles parked on school property are expected to be drug/alcohol free.

NOTE: For student athletes, drill and cheer: Students will not be permitted to possess, traffic in, and/or use non prescribed or illegal drugs, alcohol, or any form of tobacco, and may not be in the presence of, or remain in the vicinity of, the use of such substances prohibited by criminal law, or engage in behavior that enables others to illegally use such substances. The penalty for a violation shall be immediate ineligibility for extracurricular competition or performance for forty-five(45) calendar days (see athletic handbook for details).

Buses

Students will comply with all rules and regulations pertaining to school district transportation. Failure to comply will result in disciplinary action and possible loss of bus pass privileges. Any students who use the Community Transit system are expected to comply with all Community Transit rules.

Criminal Acts

Behaviors which are criminal in nature, i.e., bomb threats, arson, false fire alarms, gambling, extortion, trespass, forgery, theft, assault, etc., will result in a police referral and include disciplinary action up to and including long-term suspension or expulsion.

Dangerous Weapons

Weapons/Dangerous Objects

Edmonds School District Policy (#8220-R1 [Section I.8]) prohibits the possession of firearms, weapons, or other dangerous objects including toy or facsimile weapons on district premises, school provided transportation and areas being used by public or private schools.

State law (RCW 9.41.250, and RCW 9.41.280), makes it is unlawful for any person to carry onto, or possess on public or private school premises, school-provided transportation, or areas of facilities while being used exclusively by public or private school a dangerous weapon, firearm, or certain other devices which may cause harm to others or self.

“Possession” includes but it is not limited to:

- Having a weapon or dangerous object anywhere on school property or at any school sponsored event, located;
 - a. in a space assigned to the student such as a locker, desk or other assigned space; or
 - b. on the student’s person; or
 - c. in the student’s property (in his/her clothing, purse, backpack, gym bag, vehicle, etc.); or
 - d. under the student’s control; or
 - e. hidden by the student by the student on or near school premises; or
 - f. given by the student to another person.
- Students in possession of a weapon or dangerous object will be suspended or expelled.
- Students using an object in a threatening manner will be suspended or expelled. In these cases, a student also may be guilty of a gross misdemeanor.
- Students who choose to remain in the area of illicit or criminal activities may be charged with possession if they have had a reasonable opportunity to withdraw or report even if they are not partaking.
- Students carrying or possessing a firearm shall be expelled for a period of not less than one (1) year. Law enforcement authorities shall be notified.

Weapons and dangerous objects include, but are not limited to:

1. any firearm;
2. other dangerous weapon (RCW 9.41.250);
3. sling shot, sand club, metal knuckles;
4. knife, including box-cutters and razors
5. spring blade knife, which is any knife with a blade that is automatically released by a spring mechanism or other mechanical device, or any knife having a blade which opens, or falls, or is ejected into position by the force of gravity, or by an outward, downward, or centrifugal thrust or movement;
6. any device commonly known as "nun-chu-ka sticks", consisting of two or more lengths of wood, metal, plastic, or similar substance connected with wire, rope, or other means;
7. any device, commonly known as "throwing stars", which are multi-pointed, metal objects designed to embed upon impact from any aspect;
8. Any air gun, including any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas; or
9. Any portable device manufactured to function as a weapon and which is commonly known as a stun gun, including a projectile stun gun which projects wired probes that are attached to the device that emit an electrical charge designed to administer to a person or an animal an electric shock, charge, or impulse;
10. Any device, object, or instrument which is used or intended to be used as a weapon with the intent to injure a person by an electric shock, charge, or impulse;
11. any explosives or incendiary components (including fireworks);
12. Any object that is used as a weapon (i.e. weighted chains, clubs & pipes, baseball bats).

September 16, 2013

Electronic Devices

All electronic devices, except district issued Chromebooks used for instructional purposes only, or personal devices when authorized by teacher for instructional purposes, are banned during the school day instructional time (7:20 am – 1:50 pm) in all areas, including the library. Exception: Students may use electronic devices during passing and lunch period.

Consequences:

First offense: Electronic device is confiscated by teacher and returned at the end of class.

Second offense: Electronic device is confiscated and delivered to the Attendance Office. The electronic device may be picked up at the Attendance Office at 1:50 pm.

Third and all subsequent offenses: Electronic device is confiscated and delivered to the Attendance Office. The electronic device may be picked up at the Attendance Office by a parent or guardian only, during normal office hours. Progressive discipline, including detention and suspension, will be followed for all subsequent offenses.

(The first offense is not recorded in the student's official discipline file. The second and all subsequent offenses are recorded in the student's discipline file. Upon receiving a phone at the attendance office from a teacher, it will be assumed that this is at least the second offense.)

Emergency Procedures

Evacuation procedures during an emergency or drill are important to the safety of all students. Specific directions for evacuation are posted in every classroom. Teachers will instruct students on these procedures. Students must not return to the building until the all clear signal is sounded or they are instructed to do so by their supervising teacher. Students should return to the class from which they came unless instructed otherwise.

Lockdown Procedures for Violent Intruders

During the 2015-16 school year we will be enhancing our current lockdown procedures, specifically in response to the possibility of a violent intruder situation. The Edmonds School District has adopted the ALICE Institute program, whose foundation is the Federal "Run, Hide, Fight" model.

A.L.I.C.E. stands for: Alert, Lockdown, Inform, Counter, Evacuate. The basis of this new response plan is to provide staff and students more options. The five steps of A.L.I.C.E. are not linear. They can be used by staff and students in any order, as the situation develops. The number one goal of A.L.I.C.E. is to keep students and staff safe and away from harm.

Through this change, we are empowering our staff and students with more safety options by ensuring that they are educated and prepared. Past tragedies have demonstrated that simply having students lockdown and attempt to hide is not always the most appropriate response.

Your student will receive age-appropriate training during the school year. For more information on the Edmonds School District's emergency preparedness plans, please visit www.edmonds.wednet.edu/emergencypreparedness

Extra-Curricular Activities Expectations

At all school-sponsored activities, all school rules apply, including: no drinking; no drugs or narcotics; no smoking; and no obscene or vulgar language. Students must show a current **student picture I.D. at the door**. The student must show an ASB sticker to receive a discount. Guests are welcome at EWHS dances but will be expected to comply with all school rules. A guest pass must be obtained from the Main Office prior to the activity, one guest pass per student. Not all dances allow for guests.

Fines

Students are expected to have paid all fines or made arrangements with an administrator before registering for the next school year. Students are advised that any unpaid fines are carried forward from year to year, which could accumulate into a problem at graduation time if not paid promptly when first received. Student diploma, transcript, eligibility to purchase a parking pass and graduation ceremony tickets, and participation in athletics will be withheld until all fines are paid.

Gang Activity / Association

Students who use hand signals, graffiti, wearing apparel, jewelry, accessories or manner of grooming which by virtue of color, marking, symbols or arrangement or any other attribute indicates or implies membership or affiliation with gangs create an atmosphere where the threat of fear, intimidation, harassment, violence, and other violations of school rules and unlawful acts may occur. Any student engaged in such behavior which has the effect of causing intimidation, harassment, physical or mental harm to students or staff, or causes damage to school property or disruption to the educational process, shall be subject to discipline, suspension or expulsion.

Harassment, Intimidation and Bullying Edmonds School District Notice to Parents and Students

It is the intent of the students and staff in the Edmonds School District to create an environment for learning and work that promotes and values respect, diversity and trust. Individuals have the right to be treated with respect and dignity, and have the responsibility to treat others the same way.

Definition

Harassment, intimidation, or bullying (HIB) is an intentional written, verbal, or physical act which:

- 1) Physically or emotionally harms a student or damages the student's property; or
- 2) Has the effect of substantially interfering with a student's education; or
- 3) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- 4) Has the effect of substantially disrupting the orderly operation of the school.

Recognizing Harassment

The following behaviors are among those commonly identified as forms of HIB:

Written or Verbal

- Remarks and / or suggestions that are unwanted / unwelcome.
- Comments about body
- Teasing, joking or making dehumanizing, derogatory, lewd remarks

- Ethnic/political/racial/religious/sexual slurs
- Hazing (initiation activities)
- Unwanted / unwelcome written, verbal or electronic messages
- Sexting (i.e. electronic transmission containing inappropriate content)
- Exploiting a physical / mental disability
- Pressure for sexual activity
- Threats / acts of aggression
- Suggested favors to obtain preferential treatment
- Extortion
- Demanding compliance accompanied by implied / overt threats
- Making demeaning comments in front of others
- Spreading rumors
- Unwanted questions or comments of a highly personal nature

Physical

- Unwanted / unwelcome touching / grabbing
- Impeding / blocking the free movement of another
- Staring / leering in a way that makes a person uncomfortable
- Displaying offensive graphics / drawings / graffiti / cartoons
- Intentional brushing against body
- Obscene gestures
- Pranks
- Lewd conduct

Students, parents and volunteers are encouraged to report incidents of harassment, intimidation or bullying to the appropriate school official. Disciplinary action will be taken to address the behavior or the perpetrator. No school district employee, student, or volunteer may engage in reprisal, retaliation, or false accusation against a victim, witness, or one with reliable information about an act of harassment, intimidation, or bullying. False reports or retaliation will receive consequences.

Legal References:

Washington State RCW 26.44.030, RCW9A.36.080 (3) and SHB 1444

Edmonds School District Policies #8200, 8205, 8206, 8207 and 8208

2/19/04

Equal Educational Opportunity and Sexual Harassment

The Edmonds School District is committed to maintaining a working and learning environment free of discrimination and harassment. District educational programs, activities, curriculum and services are monitored to insure that 1) they guarantee the rights of all students to partake fully in the educational process, and 2) they do not reinforce stereotypes, or permit or encourage discriminatory behavior.

If any student, parent or community member experiences or witnesses discrimination or harassment, they are encouraged to report it immediately to any school administrator with whom they feel comfortable. **Reports of such incidents may also be reported to the district Equity Officer, Debby Carter, 425 431-7012.**

All such complaints will be promptly investigated and, where appropriate, immediate corrective action will be taken. To the highest degree possible, allowing for a fair investigation, all such complaints will be treated in a confidential manner.

Sexual Harassment

The District prohibits retaliation against any employee, volunteer, parent, or student because he or she has made a report of alleged sexual harassment, or against any employee, volunteer, parent, or student, who has testified, assisted or participated in the investigation of a report. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or adverse pressure. Retaliation is itself a violation of law and will lead to disciplinary action against the offender.

Persons who knowingly report false allegations of sexual harassment or corroborate false allegations of sexual harassment will be subject to appropriate discipline or other sanctions.

Any District staff member (regardless of area of responsibility) who knows or has reason to believe that sexual harassment is or may be occurring must take immediate steps to see that the matter is addressed or reported. Such action must be taken whether or not the student(s), volunteer, or parent has reported the incident.

Sexual harassment is legally defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature in which:

1. Submission to such conduct or communication is made either an explicit or implicit term or condition of success in school;
2. Submission to or rejection of such conduct or communication is used as a basis for educational decisions affecting that person; or
3. Such conduct or communication has the purpose or effect of substantially or unreasonably interfering with the individual's school performance, or of creating an intimidating hostile, or offensive educational environment.

An "intimidating, hostile or offensive educational environment" means an environment in which:

1. Unwelcome racially or sexually-oriented jokes, innuendoes, obscenities, pictures/posters or any action with sexual connotation makes a student feel uncomfortable; or
2. Any aggressive, harassing behavior in the school that affects learning, whether or not sexual in connotation, is directed toward an individual based on his/her sex or sexual orientation.

Sexual harassment includes, but is not limited to, the following behaviors:

1. Insulting or degrading sexual remarks, written material, or conduct directed to a student or staff member;
2. Threats, demands, or suggestions that a person's status is contingent upon his/her tolerance or acquiescence to advances;
3. Cornering or blocking of normal movements;
4. Displaying sexually suggestive pictures or objects in an educational/work environment;
5. Unwelcome sexual advances or requests for sexual favors, leering or staring, sexual flirtation or propositions, sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions, verbal comments about an individual's body, overly personal conversation of a sexual nature, sexual jokes, stories, drawings, pictures or gestures, spreading of sexual rumors, touching of an individual's body or clothes in a sexual way.

STUDENT MANAGEMENT POLICY

The following are considered acts of "exceptional misconduct" by the Edmonds School District and Edmonds-Woodway High School. Discipline actions may include detention, suspension or expulsion for students identified in the commission of the following:

- being under the influence of, or the use, possession, sale, offering for sale, or distribution of alcohol, illegal drugs, prescription medication, over-the-counter medication, or drug paraphernalia
- assault, battery, fighting or issuing threats
- lewd conduct, indecent exposure, use of obscenity or profanity (oral, written, electronic, or gestured)
- arson, and/or the use, possession or sale of explosive devices
- possession of firearms, weapons, or other dangerous objects – including toy or facsimile weapons
- vandalism, burglary, extortion, forgery, robbery or theft, possession of stolen property
- unlawful interference with or intimidation of school authorities
- failure to comply with reasonable direction by school staff
- failure to identify oneself to school staff
- lying or misrepresentation
- bullying, harassment or intimidation
- commission of any act classified as a felony or gross misdemeanor under the laws of the State of Washington

Closed Campus Policy

EWHS is a regulated, closed campus. All students are required to remain on campus during lunch unless they are issued an off-campus lunch pass. Lunch passes will be granted to students upon parental request and the approval of a signed lunch pass form. **Lunch passes are a privilege, and may be revoked at any time** by the Dean or an Administrator for not following school rules, inappropriate behavior or at parent request. Freshmen are not allowed to leave campus during lunch.

As per School Board Policy, EWHS will have a regulated campus requiring all students to remain on the school grounds from the time of arrival until the end of the school day, unless officially excused. Students are expected to be somewhere in the central core of the campus during school hours. Students with valid lunch passes may be off campus during their assigned lunch period. Students are not to loiter in the parking lot after they arrive. Students are not allowed to drive off campus during lunch or for any other reason unless they are leaving for the rest of the day. Other restricted areas include the athletic fields, along the sidewalks adjacent to the school building, the stadium area and all parking lots.

Posters

Posters must be approved by the Activities Coordinator. Posters must reflect good taste, and must be removed within 10 school days. Campaign posters must be removed immediately after election. Tape may not be used on any painted surface. Do not tape or staple signs on wooden doors.

Profanity

Obscene, lewd, vulgar or offensive expression or profanity will not be tolerated at any time on any part of the campus. This includes during all activities. Students who engage in profanity will be disciplined up to and including suspension.

Saul Haas Foundation

The purpose of the Saul Haas Foundation at EWHS is to provide assistance to students who are experiencing financial difficulties which could limit their opportunities to participate in the full school program. This aid will help them continue in school programs. The Foundation does not usually pay the full amount needed, but provides partial assistance. Ask your counselor for more information.

Security Cameras

Edmonds-Woodway has security cameras on the perimeter of the building which monitor and record 24 hours a day. This is to protect students, staff, and the premises. Any and all video surveillance can be used as evidence in student discipline.

Student Search

Administrators may make general searches of all student property including desks, lockers, or storage areas without prior notice given to students. Narcotic detection dogs may be used to search unattended areas. An individual student and his/her property, including electronic devices and vehicles may be searched by a school district employee if the search is reasonably related to the discovery of contraband or other evidence of a student's violation of the law or school rules.

Student Drivers / Parking Lot

PARKING LOT RULES AND REGULATIONS:

Student parking passes are available on a first come - first served basis in the attendance office. To apply for a permit, students must be free of school fines, provide a valid driver's license, proof of insurance, and pay a fee of \$60.00. A lost parking pass may be replaced for a \$20 fee.

Parking rules are as follows:

1. Students may park only in their assigned spot in the large parking lot south of the school and may not park in any other spot. Violators will be fined \$20.00; repeated violations may result in loss of parking permit.
2. Parking permits must be clearly displayed in the front of the car, on or next to the rearview mirror.
3. Once parked on campus, students may not drive off campus except for the following reasons:
 - To attend an off campus class.
 - To leave for an appointment cleared through the attendance office.
 - To leave campus for the day.
4. Students are forbidden to drive other students off campus during school hours.
5. Observe speed limit (5 mph) and regulations as you enter EWHS campus.
6. Parking permits are NON-TRANSFERABLE. They are only for the person/vehicle on this application. (If you change vehicles, please inform the Attendance Office immediately.)
7. A replacement fee of \$20.00 will be charged for lost or stolen parking permits.

Telephones

The office telephones are for official school business only and should be used by students only in the case of an emergency. Phones are available at the Main Office, Counseling Office, and gym. Classroom telephones may be used only with teacher permission. Students may not use "Walkie Talkies."

Theft, Damage to and/or Destruction of Personal or School Property

Students are expected to refrain from willful damage of personal and school property or the unauthorized taking of property. Willful damage or theft of property will result in disciplinary action and restitution. When you break something you pay for it. Intentional or willful vandalism / damage may also result in disciplinary action including suspension from school and police referral. Do not write on the walls or lockers, damage equipment, or alter any software program. Throwing snowballs is not permitted.